

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN EMBASSY, BRAZZAVILLE ANNOUNCEMENT NUMBER 014-2015

OPEN TO: All Interested Candidates
POSITION: OBO Administrative Assistant; FSN-06; FP-08
OPENING DATE: June 02, 2015
CLOSING DATE: June 16, 2015
WORK HOURS: Full-time (40 hours/week)
SALARY: Information on salary may be obtained from the Human Resources Office
DURATION OF EMPLOYMENT CONTRACT: Two (2) years

***NOTE:** All ordinarily resident applicants must have the required work and residency permits to be eligible for consideration.*

The Overseas Building Operations Office (OBO) in Brazzaville is seeking for one (1) individual to fill the position of Administrative Assistant in its Management Section. **This is a 2 years temporary position and employment. But the incumbent will be entitled to all the benefits that a permanent position incumbent would get.**

BASIC FUNCTION OF POSITION

The Administrative Assistant will provide a wide range of administrative support to OBO Project Director (PD) and other OBO Management Staff. The incumbent shall provide project support services which include financial, procurement and supplies, computer networking, maintain OBO project and personnel files, coordinate logistics, prepare meeting minutes and notes, assist and administer budget preparation. He/she will be expected to carry out duties of class B Cashier at the office under the guidance of the Site Security Coordinator (SSC). Tracks tasks and ensure they are executed in timely manner.

QUALIFICATIONS REQUIRED

***NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

a. Education:

Minimum of 2 years of university studies in business administration or similar field.

b. Prior Work Experience:

At least three years of progressively responsible, job related experience in construction administration. Construction administration experience with a large construction company would be an advantage.

c. Language Requirement:

Level 4 English ability is required. Level 4 French ability is required. Above average writing skills in English language is required. Knowledge of local languages would be an advantage. **English language and computer skills will be tested.**

d. Knowledge:

Must have a good working knowledge of filing systems, office management procedures and a well-developed understanding of internal controls. Must be proficient in operating computer equipment, in using office software and equipment (Word, Excel, Power Point, Outlook, Scanner, etc.). Familiarity with State Department software and systems (eServices, E2, ILMS, TSRs, etc.) will be a plus. Ability to adapt or potential to integrate State Department software and systems is required.

e. Skills and Abilities:

Commendable typing skills/ability. Completion of specialized training or experience in administrative skills including independent use of computer required. Demonstrated abilities and capabilities in tact, courtesy, adaptability, initiative, resourcefulness, creativity, cooperativeness, good judgment in determining priorities and making decisions. Good interpersonal skills to establish and maintain a wide range of contacts with the Contractor, OBO in Washington D.C. and with the Embassy. A strong ability to communicate effectively orally and in writing. The ability to plan, manages, and performs multiple activities are a must.

SELECTION PROCESS (FOR ALL POSITIONS)

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employed US citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Not ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS 0174) (available from the Embassy Security Post); or
2. A current resume or curriculum vitae that provides the same information as an DS 0174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Management Officer

U.S. Embassy Brazzaville – Boulevard Denis Sassou Nguesso

N°: 70-83 Section D (Face Maternité Blanche Gomez) Bacongo, Centre-ville.

E-mail: BrazzavilleHR@state.gov

PHONE: 06-612-2000 / 06-612-2133 / 06-612-2143 / 06-612-2109

Website: <http://brazzaville.usembassy.gov/job-opportunities.html>

CLOSING DATE FOR THIS POSITION: June 16, 2015

The US Mission in Brazzaville provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.